

SOP #: 401.02Title: SOP - Animal Ordering

Approvals:

Attending Veterinarian _____

Date: 07/18/20181. Purpose

1.1 The purpose of this standard operating procedure is to describe the standards and procedures employed by the Office of Laboratory Animal Research (OLAR) to process animal purchase and transfer requests.

2. Responsibility

2.1 It is the responsibility of ACF supervisory personnel to ensure compliance with this procedure and to train employees responsible for performing this procedure.

3. Definitions

3.1 ACF - Animal Care Facility

3.2 PI – Principal Investigators

4. Guidelines

4.1 Animal Purchase Requests

4.1.1 PI/research staff submits an Animal Purchase Request to OLAR using the FIU ACF website (<http://research.fiu.edu/facilities/acf/animal-and-medication-orders/>).

4.1.2 The Manager II verifies that adequate space is available in the vivarium for the requested animals.

4.1.3 Once space is verified, the Manager II confirms that the PI has enough animals remaining on their protocol to cover the requested order.

- 4.1.4 Once the animal numbers have been verified, the Director will assign an area of the origin for the animals and order is approved.
- 4.1.5 After the Manager I places the order, an E-mail confirmation is sent to the PI (and applicable research staff).

4.2 Animal Transfer Requests from Another Institution

- 4.2.1 PI/research staff submits an Animal Purchase Request to OLAR using the FIU ACF website (<http://research.fiu.edu/facilities/acf/animal-and-medication-orders/>).
- 4.2.2 The Manager II verifies that adequate space is available in the vivarium for the requested animals.
- 4.2.3 Once space is verified, the Manager II confirms that the PI has enough animals remaining on their protocol to cover the requested order.
- 4.2.4 The Director contacts the Veterinary services from the originating institution to request a health report and basic information about the facility. The information received will determine if the import request is approved or the animals will need to be rederived.
- 4.2.5 Once the Attending Veterinarian is satisfied with the Animal Health Report, an authorization email to the transferring institution will be sent with applicable shipping info (account #, etc.). The PI may then proceed with animal shipment to FIU.